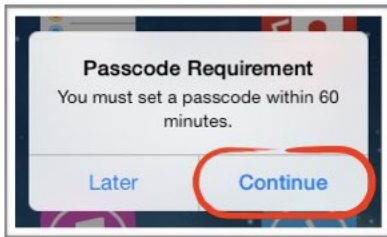




Tynecastle High School January 2020

iPad Set Up

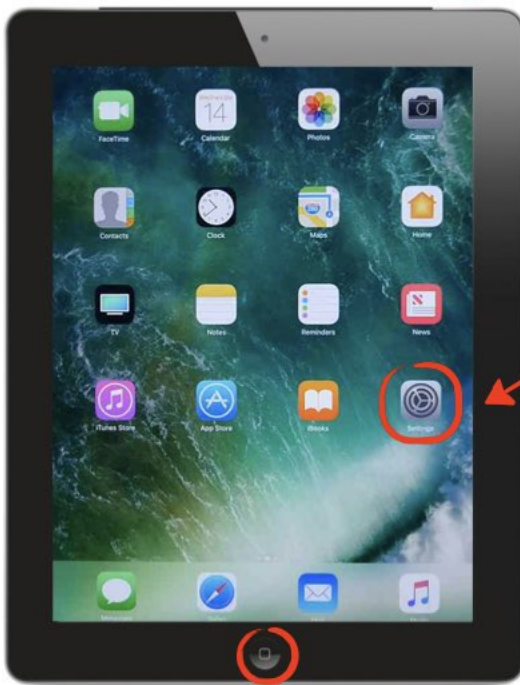
So that your iPad is set up for you to make the best use of it you **MUST** follow these instructions when you first switch on the iPad..



The City of Edinburgh Council use a system called **Meraki** to manage your iPad. When you first set up your iPad, at some point your iPad will ask you to enter a passcode. You **MUST** enter a passcode so that your iPad remains secure at all times. You could make the passcode the same as your **school login username (that is your 9-digit Scottish Candidate Number)**, however you can make this any number or characters you wish - just make sure you remember.

Section A - Connecting to your home wifi

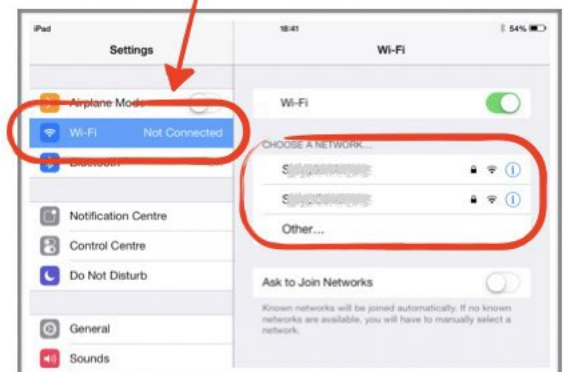
↓ sleep/wake button



↑ home button

Step 1 Turn on the iPad by pushing the home button on the front of your iPad. Push the home button again to unlock the iPad.

Step 2 Tap on Settings > Wi-Fi > Tap on your wireless network

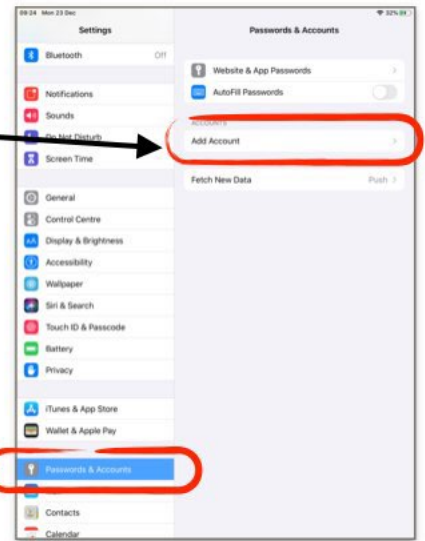


Step 3 Enter your wireless network password and tap 'Join'. Once you see a tick beside your network press the home button to go back to the home screen.

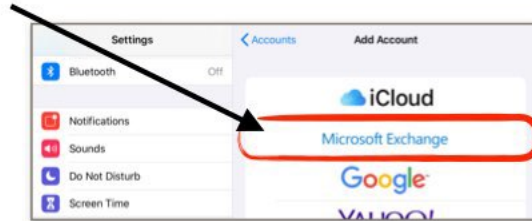


Section B - Setting up your school email address

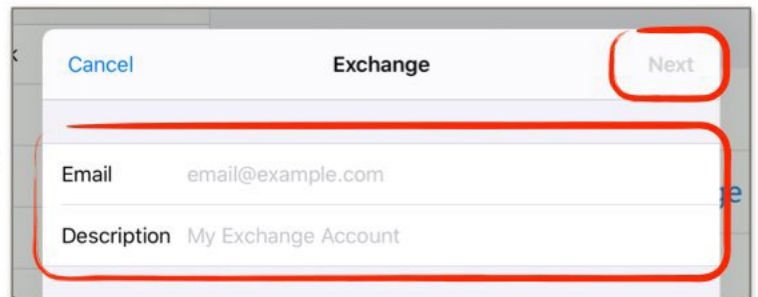
Step 1 Tap on the Settings App (like you did to connect to the wireless), then tap on 'Passwords & Accounts', then tap on 'Add Account'.



Step 2 Tap on 'Microsoft Exchange'

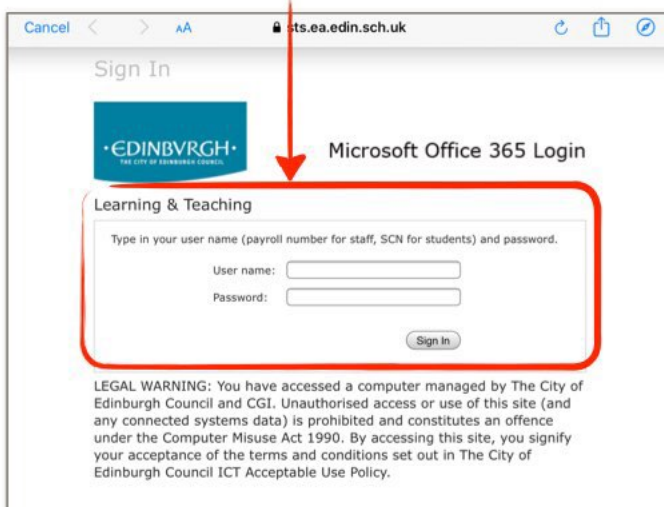
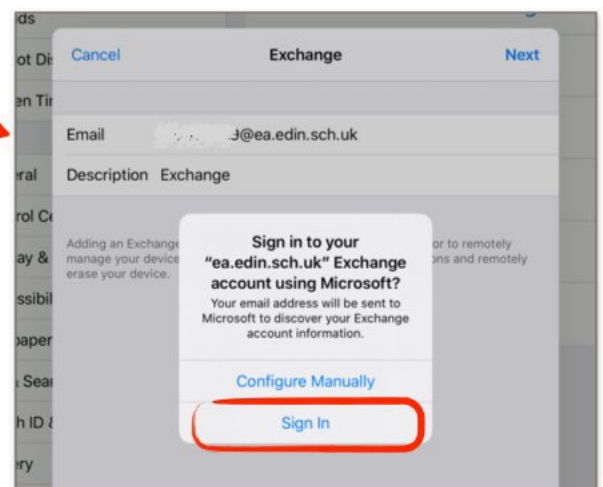


Step 3 Enter your school email address (this is your 9-digit Scottish Candidate Number followed by @ea.edin.sch.uk, e.g. 012345678@ea.edin.sch.uk) then tap in 'Description' which will change to 'Exchange', then tap on 'Next'

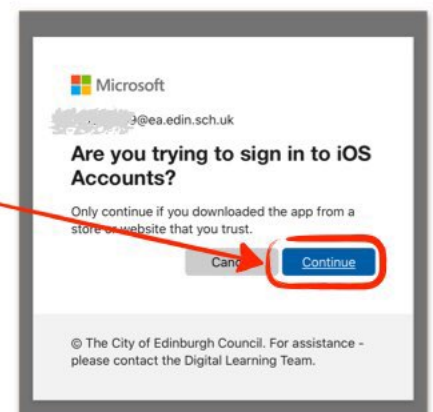


Step 4 Tap on 'Sign In'

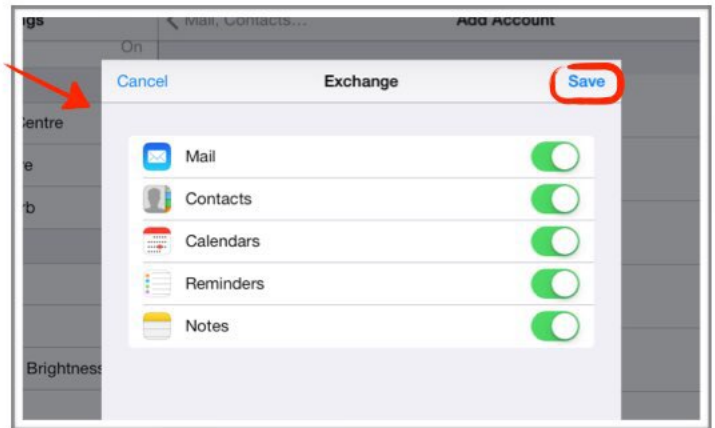
Step 5 The next window will ask you to sign in to your school account. You only need to enter your Username (which is your Scottish Candidate Number) and your school account password.



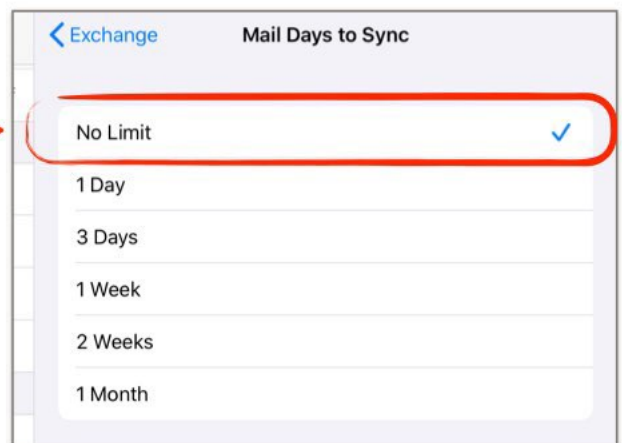
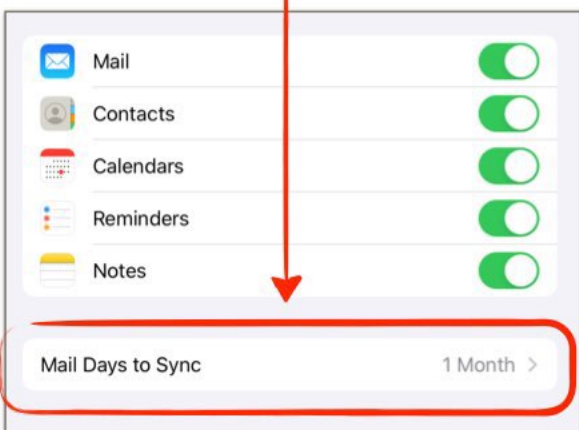
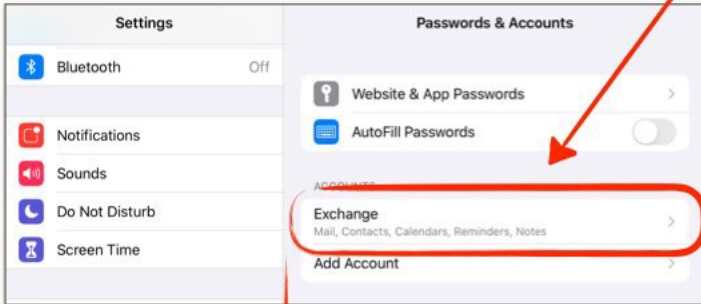
Step 6 If you see this message tap 'Continue'



Step 7 The next pop-up should look like this. Tap on 'Save'. Once you tap on 'Save' you will be taken back to Settings, like the window below.



Step 8 To make sure you see all of your email, and not just the emails for one week, tap on 'Exchange' in the Mail settings, then tap on 'Mail Days to Sync' and change this to 'No Limit'.



Step 8 That's your school email set up. You can now access your school email through the 'Mail' App on the home screen. To go back to your home screen press the home button on the front of your iPad.

iPad Set-Up Checklist

- Joined Wifi**
- Set up school email account**
- Created an iCloud Account**
- Installed the App 'Teams'**

Your iPad is now ready to be used!

Some Apps you should install now that we will use in school are (all free) -

- **Word** (see next Section E)
- **PowerPoint** (see next Section E)
- **OneDrive** (see next section E)
- **OneNote** (see next section E)
- **iTunes U**
- **Kahoot and Quizlet**



Apps we do not expect to see on your school iPad are Snapchat, Instagram, Facebook and Facebook Messenger.

Your teachers will let you know which apps to install for each class.

Issues

If there are any problems with your iPad, case, charger or wire you **MUST** let us know. You should report any problems to Mrs Cochrane the Business Manager in G76 or Mr Penman the AV Technician in the school office.

Notifications

Notifications for apps you use regularly in school, for example **Mail** and **iTunes U**, should be **ON**. Notifications for all other Apps should be **OFF**.

ON for essential school apps.
OFF for everything else.

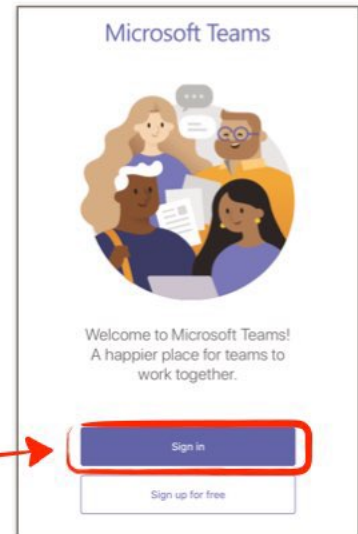


Section E - Setting up Office 365 Apps

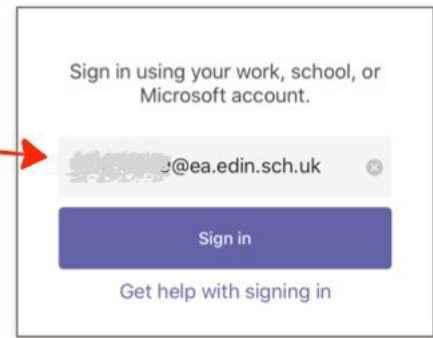
The City of Edinburgh Council gives every student free access to Office 365, the Microsoft Office suite of applications. To activate the Apps for use you need to follow the instructions below. It is the same process for every Office App. We will use the app **Teams** as an example.

Step 1 Install and open the app 'Teams'.

Step 2 Tap 'Sign In'



Step 3 Sign in with your school email address (the one that ends @ea.edin.sch.uk)



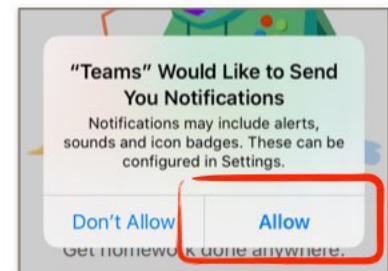
Step 4
Then sign in again using just your SCN number and your school account password



Step 5 Tap 'Allow' to turn on Notifications.

Step 6 Tap 'Allow' to turn on the microphone. (You may not use this but good to have it available.)

Step 7 Say 'Next' to the next few screens and then the main Teams screen will appear. You may not be part of any class Teams yet, but when your teacher adds you they will appear here.



Congratulations - you have signed in to Teams. You will now automatically be signed in to the other Office 365 apps when you use them.

! Finally - you may have some 'Apple ID Suggestions' in Settings. You can tap 'Continue' to update your Apple ID Settings. However - always tap '**Not Now**' underneath Two-Factor Authentication.

